

ESC for HDPEP General Inspection Information

| INSPECTION INFORMATION | | |
|---|----------------------------------|------------------------|
| Manufacturer Name: | | DATE: |
| Test Facility Location: | | |
| Street Address | | |
| City/Town | State | Zip |
| Contact: | | |
| Phone # | Fax # | |
| E-Mail Address: | | |
| Type of Testing Facility: | Production Plant | Other Testing Facility |
| Lead State Contact: | | |
| Name: Alan Rawson | | |
| Agency: Bureau of Materials & Research, New Hampshire DOT | | |
| Mailing Address: P.O. Box 483 | Street Address: 11 Stickney Ave. | |
| City: Concord | State: NH | Zip: 03302-0483 |
| Phone# 603 271-3151 | Fax # 603 271-8700 | |
| E-Mail Address: arawson@dot.state.nh.us | | |
| Inspection Conducted By: (If more than one inspector, please provide contact information for primary inspector here and other inspector(s) on form 8 or an attached sheet) | | |
| Name: | | |
| Agency: | | |
| Agency Street Address | | |
| City/Town | State | Zip |
| Phone # | Fax # | |
| E-Mail Address | | |

General Instructions on Form Use:

- A) If all QC testing is done at the manufacturing facility, complete forms 1 through 7 at the facility and use the guidance in form 9 to select the independent laboratory samples.
- B) If QC testing is done both at the manufacturing plant and another site, complete forms 1 through 3 and 7 for each site. Complete forms 4 through 6 at the appropriate sites (these forms may require some information from each site). Complete form 7 for a plant after all necessary forms 1 through 3 and forms 4, 5, and 6 have been completed. Use the guidance in form 9 to select the samples for independent laboratory testing while at the plant.
- C) Although the inspection is primarily a spot check of the QC personnel working at the time of the inspection, it is desirable to report on the status of training, including the periodic auditing of performance, for all QC personnel

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employed by the plant. It is also desirable to have a technician demonstrate a test during the inspection.

D) Use form 8 and additional sheets as necessary to record inspection comments. Please number comments by number-letter designation, i.e., a comment numbered 5A would pertain to the item lettered A on form 5.

E) The inspector(s) should review previous ESC audits before conducting an audit. The manufacturers are required to keep the ESC audits for a facility on file at the facility for 5 years.

F) The inspection documentation should include the completed ESC Inspection Forms and any attachments; copies of the manufacturer's documentation of technician training and competency auditing; a copy of the signed ultrasonic calibration sheet if ultrasonic wall thickness measurements are used; a copy of each completed independent laboratory sample tag; a copy of the resin manufacturer's certification and the pipe manufacturer's resin and pipe QC test results for the independent laboratory samples; and any work sheets deemed important.

G) The conditional qualification on form 7 has two uses: 1) for the initial inspection of a facility when inspection of another facility, such as a central laboratory, is necessary before the facility can be considered qualified, and 2) when findings of the inspection require follow-up before the facility can be qualified. In the latter case, it is the manufacturer's responsibility to resolve the issues with the primary inspecting state's representative.

H) The results of the inspection should be reviewed with the manufacturer's representative at the end of the inspection and the manufacturer should be given a copy of the complete inspection documentation.

I) The inspector(s) should retain a complete copy of the inspection documentation. The primary inspecting state's representative must provide the plant qualification date to the Lead State, via e-mail, The Lead state will then post the plant qualification date on the ESC web site. The inspection documentation should not be sent to the ESC Lead State.

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Sample Inspection Agenda for Facility Inspection:

I. Introductions

II. Overview of inspection procedures & review of above General Instructions

III. Review previous years audits (should be on file at the facility)

IV. Sample and data collection;

- NTPEP pipe & resin samples (sample prep and shipping)
- Random product selection
- Plant tour
- Lab tour
- Evaluation of documentation for QSM
- Collecting data to complete ESC Forms
 1. Technical qualification & training records
 2. General requirements for testing facilities
 3. Retention of records

V. Completion of required ESC documents

| | | | | |
|--------|--------|--------|--------|--------|
| Form 1 | Form 2 | Form 3 | Form 4 | Form 5 |
| Form 6 | Form 7 | Form 8 | Form 9 | |

VI. Close out meeting with manufacturer